

1 March 1950

25X1A

TO : [REDACTED] 223 Admin. Bldg.

FROM : Acting Chief, Supply Branch

SUBJECT: Delegating Authority to Individuals to Issue Property Passes

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1. [REDACTED] dated 2 March 1949 provides in part that Supply Branch, Services Division, AS, shall furnish periodically to Security Branch a list of persons authorized to sign Property Passes, Form No. BM-68, for removal of property from CIA occupied buildings.

2. The Guard Force is having difficulty in keeping their records up to date in view of the many changes that occur in the designated individuals who are authorized to issue property passes. To simplify the method of advising the Guard Force of the designated individuals, and to effect a system whereby changes as they occur can be made without any difficulty, a specimen signature card system as outlined below is being established.

a. Individuals authorized to sign Property Passes, Form No. BM-68, for removal of property from CIA occupied buildings will be designated, insofar as possible, by buildings.

b. Cards, index, plain, white, size 3 x 5" listing name, building, and signature of each individual authorized to issue Property Passes, Form No. BM-68, will be prepared in sextuplicate and forwarded to Chief, Supply Branch, Services Division for approval and distribution to the Guard Force through Security Branch.

Example card:

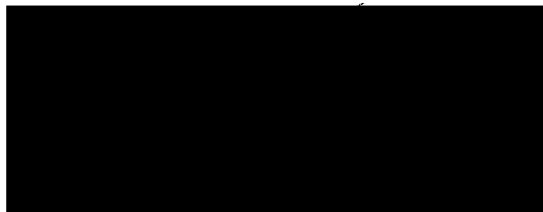
Name
The undersigned is authorized to sign Property Passes, Form No. BM-68, for removal of property from _____ Building.
_____ Signature

c. Supply Branch, Services Division to be advised in writing immediately upon any changes of authorized individuals.

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3. The specimen signature card system for designating individuals to issue property passes as outlined above will become effective 1 April 1950. Cards for each individual to be authorized to issue property passes should therefore, be forwarded to Chief, Supply Branch, Services Division, Room 206, North Building, on or before 20 March 1950 so that distribution to the Guard Force can be effected before 1 April 1950. The names of all individuals now presently designated will be removed from records as of 1 April 1950.

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